

**Occupational Health Medical Surveillance Exam Process:** The process through which an Occupational Health (OH) Nurse initiates a preplacement/baseline, job-transfer, post deployment, or retirement/termination medical surveillance exam for a Federal technician through the Federal Occupational Health Program (FOH-NET)

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Send notification to schedule technician medical exam and input technician's demographic information into OCCHealth	The Human Resources Office (HRO) personnel sends a notification to schedule a standardized medical surveillance exam for a Federal technician. This may include pre-placement/baseline, job-transfer, post-deployment, and retirement/termination exams. Exams are based on position and tech position description requirements. Notification also goes to Supervisor and technician (for Baseline and Job Transfer). Additionally, the HRO personnel inputs the technician's demographic information into the OCCHealth Module.			OCCHealth Module	
2	Receive notification to schedule technician medical exam	The Occupational Health (OH) nurse or specialist receives the notification for a technician exam. This notification is given via email. The HRO should be sending a specific form with the demographic information that can be downloaded from the Regulations and Forms section of the OCCHealth Module.			OCCHealth Module	
3	Utilize the FOH program?	The OH nurse may choose to schedule the exam through FOH-NET and the Occupational Health (OCCHealth) Module or initiate a State-level contracting process.				

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
4	Initiate State-level contracting process	The State may choose to contract out exams to external providers at the State level. This option is dependent upon availability of State-level funding and requires individual State processing.				
5	Complete contracting process with State guidance	The OH nurse must complete this process with State guidance.				
6	Obtain access (OCCHealth Module)	If the State utilizes the government funded FOH program, the OH nurse must obtain access to the OCCHealth Module by registering as a "Level 2" Access Manager. This step is not necessary if the OH nurse already has access to the OCCHealth Module. To register as a "Level 2" Access Manager, the OH nurse must complete the following steps: 1. Go to the Medical Operational Data System (MODS) web portal via the MODS Homepage ( <a href="http://www.mods.army.mil">http://www.mods.army.mil</a> ). 2. On the MODS Homepage, click on "the OCCHealth Module" and follow instructions on the OCCHealth Module login page to "Register for the OCCHealth Module." 3. Request access as "JFHQ-S- Level 2." 4. Submit application and wait for processing and email confirmation within 48 hours. If the "Level 2" email is not received within 48 hours, please contact ARNG OH Chief directly.	Instructions for Scheduling Exams through the OCCHealth Module		OCCHealth Module	
7	Review and approve technician and medical exam specific details (OCCHealth Module)	The OH nurse receives (via mail), reviews and approves the necessary information and enters technician's exam into the OCCHealth Module as prompted by the system.			OCCHealth Module	

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
8	Receive technician information (OCCHealth Module)	The FOH-NET representative receives the technician's approved information from the OCCHealth Module.			OCCHealth Module	
9	Determine appropriate location and time for appointment (FOH-NET representative, technician)	The FOH-NET representative contacts the technician to request availability and determine the proximity of the nearest FOH-NET provider. The technician provides the following information to the FOH-NET representative: phone number, email, preferred method of contact, work location, and exam time preference.				
10	Schedule appointment	The FOH-NET representative works with a contract provider to schedule an exam appointment for the technician based on the submitted availability and desired location. FOH-NET also updates the status of the exam (i.e., scheduled, completed, etc.) in the OCCHealth Module so the OH nurse can log in and track the exam progress. If the technician does not confirm the appointment, the FOH-NET representative and technician work together to reschedule.			OCCHealth Module	
11	Confirm appointment	The FOH-NET representative confirms the scheduled appointment with the technician via telephone and exam process continues.				
12	Send medical exam materials	The FOH-NET representative sends the FOH provider the job specific requirements, lab kit, medical exam forms (e.g., physical examination form FOH-5), and FEDEX mailing envelopes. The FOH-NET representative sends the technician the Important Examinee Instructions.		Important Examinee Instructions  Medical exam forms		

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
13	Receive medical exam materials (FOH provider, technician)	The FOH provider receives the job specific requirements, lab kit, medical exam forms, and FEDEX mailing envelopes. The technician receives the Important Examinee Instructions and must fill out page 3 and bring it to the medical exam.		Important Examinee Instructions  Medical exam forms		
14	Conduct medical exam and document results	The provider conducts the exam, following the instructions provided with the medical exam forms.		Medical exam forms		
15	Submit medical exam forms	Upon completion of the physical exam, the provider sends the medical exam forms (hard copy) to the FOH-NET representative for additional processing.		Medical exam forms		
16	Receive medical exam forms and perform quality assurance process	The FOH-NET representative receives the medical exam forms and reviews the documents according to the FOH-NET Quality Assurance Review.		FOH-NET Quality Assurance Review  Medical exam forms		
17	Complete medical exam results?	The FOH-NET representative determines if the exam results are complete and documented properly. If the results are not completed properly, the FOH-NET representative contacts the FOH Provider and has the forms resubmitted.		Medical exam forms		
18	Submit medical exam forms	The FOH-NET representative sends a hard copy of all of the examination results to the FOH certified occupational health physician for further review.		Medical exam forms		
19	Receive and review medical exam forms	The FOH certified occupational health physician receives and reviews the medical exam forms.		Medical exam forms		

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
20	Need additional information?	If the FOH certified occupational health physician needs additional information to make medical determination for hire, the FOH provider must be contacted to provide the requested information.				
21	Contact provider to obtain necessary information	If more information is needed, the FOH certified occupational health physician must contact the provider who will then provide the information or perform further exams/tests to gather the information and resubmit.				
22	Provide recommendation	The FOH certified occupational health physician, based on the previous review, makes a recommendation as to whether or not the technician is medically qualified for the desired position.		Recommendation form		
23	Provide status update	The FOH certified occupational health physician calls State OHN to provide a technician status update.				
24	Submit paper copy of recommendation	The FOH certified occupational health physician sends a paper copy of the recommendation to the OH nurse via mail.		Recommendation form		
25	Receive and review recommendation (paper copy)	The OH nurse receives and reviews the recommendation to ensure the information is accurate. All medical files remain with the OH nurse.	DoD 6055.05-M	Recommendation form		
26	Forward medical determination	The OH nurse submits the medical approval status to the HRO as appropriate. Additionally, the OH nurse communicates to individuals, as appropriate, if not found medically qualified. Individuals may include HRO, employee, or supervisor.		Medical approval status form		
27	Receive medical determination	The HRO personnel receives the medical qualification information.		Medical approval status form		

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
28	Process as appropriate	The HRO personnel processes the technician's paperwork as appropriate.				